

REQUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO.

181

PAGE  
NO.

1.

Hall of Records  
Commission

1. Requesting Agency

2. Division or Bureau of Requesting Agency

DEPARTMENT OF LABOR AND INDUSTRY

ADMINISTRATION

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.1. ACCOUNTING RECORDS

Quantity: 80 cubic feet

Dates: 1938 - -

File Arrangement: Chronological

Annual Accumulation: 5 cubic feet

Disposable Amount: 65 cubic feet (estimate)

Audited by: State

This item includes all standard accounting forms used by State agencies as supporting data to the final book of entry. The final book of entry is to be retained permanently. Specifically, these are:

Comptroller of the Treasury

Form No.

E-1-S

E-1 and E-2

DD-1

R-2 (former-  
ly MR-2)

Distribution of Charges

Transmittal

Certificate of Deposit and Bank Deposit Slip

Monthly Report of State Funds Collected and Deposited

Distribution of unexpended and obligated balances

Monthly Statement of Balances

Purchasing Bureau (Department of Budget and Procurement)

1-A

Requisition for supplies

Approved Hall of  
Records Commission

7. Agency, Division or Bureau Representative

Margaret W. Kimble

Signature

Deputy Commissioner

Title

6-2-55

Date

Schedule Authorized as Indicated in Col. 6 by Hall of  
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of  
Public Works.

6/8/55

Date

Morris S. Paley

Archivist

JUN 7 1955

Date

J. McAusker

Secretary

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
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47-A Purchase Order  
100-16 Out-of-Schedule Requisition for Supplies  
39-A and 40-A Stores Requisition  
CF-2 Copy of Contract Awarded  
CF-1 Capital Fund Requisition for Equipment  
100/24 Actual Emergency and Repairs Report  
27-A Copy of Contract Awarded  
CF-3 Copy of Contract Awarded  
Delivery Invoice  
26-A Notice of Award of Contract  
52 Credit Memorandum  
51 Report of Partial Delivery

**Budget Bureau (Department of Budget and Procurement)**

BB-1 (Rev.) Formerly BB-1 and BB-2  
Budget Schedule Amendment Sheet  
B.P. Inv. R101 Report of Fixed Assets (annual)  
B.P. Inv. R102 Report of Materials and Supplies (annual)  
B.P. Inv. 6 Materials and Supplies Physical Inventory (annual)  
BB-40 Request for Position Action  
Budget Form Budget Estimates Fiscal Year (13 pages including  
No. 1 thru 11 farm statement)  
B.P. Inv. 1 Stores Record  
B.P. Inv. 2 Equipment Record  
B.P. Inv. 3 Motor Vehicle Record  
Memorandum of Adjustment

**Others**

Vendors Invoices  
Bank Deposit Slips  
Bank Statements  
Bank Deposit Receipts  
Canceled Checks  
Cash Receipts - Manufacturers' Directory  
Cash Receipts - Boiler Inspection  
Cash Receipts - Fee charging Employment Agency  
A-7 - Compensatory Time Earned  
A-8 - Compensatory Time Used  
C-16 - County Employment Certificates Issued by Physician  
County Employment Certificate issued by Physician and revoked  
by the Department  
U. S. Internal Revenue Service Form W-2 used in connection  
with Physicians fees  
Long distance telephone call record

APPROVED  
BOARD OF PUBLIC WORKS  
JUN 13 1975  
Date .....

*[Signature]*  
.....  
Secretary

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Works.

B-204 Daily Cash Receipts Report - Original and Duplicate  
State Employee's Credit Union Form 42 - Credit Union  
Payroll Deduction Statement

RECOMMENDATION: RETAIN FOR THREE YEARS, OR UNTIL AUDITED, WHICHEVER  
IS LATER, AND THEN DESTROY.

2. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL  
RECORDS RETENTION SCHEDULE.

*Approved Hall of  
Records Commission*

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll  
form is to be retained for five years or until audited, whichever  
is later, and then destroyed. (General Schedule No. C-1, Item 1-d,  
approved by the Board of Public Works, January 11, 1954)

PAYROLL JOURNAL - The agency copy is to be retained for three years  
or until audited, whichever is later and then destroyed. (General  
Schedule No. C-2, Item 1-d, approved by the Board of Public Works,  
January 11, 1954)

PAYROLL EXCEPTIONS, Additions and exceptions - The agency copy is  
to be retained for three years or until audited, whichever is later,  
and then destroyed. (General Schedule No. 2, Item 3-b, approved by  
the Board of Public Works, January 11, 1954)

PAY WARRANTS - The agency copy is to be retained for three years or  
until audited, Federal and State, whichever is later, and then  
destroyed. (General Schedule No. 3, Item 3, approved by the Board  
of Public Works, May 10, 1954)

RECEIVING WARRANTS - The agency copy is to be retained for three  
years or until audited, whichever is later, and then destroyed.  
(General Schedule No. 4, Item 3, approved by the Board of Public  
Works, May 10, 1954)

TRANSMITTAL FORM E-1 or E-2 (Comptroller of the Treasury Form) is  
to be retained for three years or until audited, whichever is later  
and then destroyed. (General Schedule No. 5, Item 3, approved by  
the Board of Public Works, May 10, 1954)

APPROVED BY  
BOARD OF PUBLIC WORKS  
Date JUN 13 1954

*McLuskey*

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3. MASTER AUTHORIZATION

Quantity:  $\frac{1}{2}$  cubic foot  
Dates: July, 1953 - -  
File Arrangement: Alphabetical  
Annual Accumulation: 1 linear inch  
Audited by: State

Authorization of the Commissioner of Personnel to enter the employee's name on the payroll or to make any changes in the payroll of the employee. Information on the reverse side lists deductions from the employee's pay.

RECOMMENDATION: RETAIN WHILE INDIVIDUAL REMAINS EMPLOYED AND FOR THREE YEARS THEREAFTER OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

*Approved Hall of  
Records Commission*

4. LEAVE RECORDS

Quantity: 8 cubic feet  
Dates: 1938 - -  
File Arrangement: Chronological  
Annual Accumulation:  $\frac{1}{2}$  cubic foot  
Disposable Amount: 6 cubic feet  
Audited by: State

This item includes all leave records of the Department. These are:

SEC - 128 - A State-wide Leave Record Form. Prepared annually for each employee, shows all leave taken and any accrued leave. Attached to the leave card is any physician's certificate required for more than three day's sick leave.

A - 6 Request for Leave  
A - 10 Vacation approval  
Daily Sign in and out Sheet - office sheet  
and county sheet

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED WHICHEVER IS LATER, AND THEN DESTROY.

*Approved Hall of  
Records Commission*

Date: JUN 1955

*McLuskey*